CONTRACTUAL PROJECT TITLE: APPLICANT AGENCY:

INSTRUCTIONS

- 1. Under the **Nature of Service** column, describe the types of consultant services or contracts desired.
- 2. Under the **Basis for Cost Estimate**, enter the total amount of time to be used and the rate of compensation per unit of time. In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.
- 3. In the **Total Cost** column, record the costs to be calculated as follows: (amount of time) x (rate of compensation).
- 4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that **does not** have a contractual agreement cannot be listed on this page.
- 5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.

NATURE OF SERVICE	BASIS FOR	COST ESTIMATE	TOTAL COST
State/Federal Share	\$	TOTAL	
Local Match Share	\$	CONTRACTUAL COST	\$